

INSTRUCTIONS FOR COMPLETING THE CITY OF HOUSTON HOTEL OCCUPANCY TAX REPORT

WHO MUST FILE: You must file this report if you are a sole owner, partnership, corporation or other organization that owns, operates, manages or controls any hotel, motel, tourist homes, houses, inns, rooming houses, or other buildings where rooms are furnished for a consideration in the City of Houston.

ITEM 1 Enter the total amount of all room receipts during the reporting period.

ITEM 2 Enter the total amount of 30-day residency exemptions. Occupant must advise the outlet **UPON ARRIVAL**, of their intent to stay 30+ days. Otherwise the first 30 days are taxable.

ITEM 3 Enter the total of other exemptions. Religious, Charitable and Educational organizations are **NOT** exempt from City taxation. All other State exemptions apply to City taxes.

ITEM 4 Enter the total exemptions. Add line 2 plus line 3.

ITEM 5 Enter the total taxable receipts. Subtract line 4 from line 1.

ITEM 6 Enter the amount of tax due. Multiply line 5 times seven percent (.07).

ITEM 7 Enter the amount of penalty due. Penalty is added if payment is made after the due date. Multiply line 6 times fifteen percent (.15).

ITEM 8 Enter the amount of interest due. Interest is added if payment is made after the due date. Interest is calculated by the month on the first day of the month after the due date and additional interest accumulates on the first day of each following month. Multiply line 6 times .00833 (ten (10) percent per annum) times the number of months after the due date.

ITEM 9 Enter the total amount due. Add lines six, seven and eight.

FOR ASSISTANCE with any City of Houston hotel tax questions, contact the Finance and Administration, Tax Division, 713-837-0608 or 713-837-9591.

WHEN TO FILE This report must be filed on or before the last day of the month following the calendar quarter. **Return must be filed even if no tax is due.**

COMPLETE THE REPORT with a signature, business phone number and the date the report was completed.

CEASED OPERATIONS If an outlet has ceased operation, write on the report the date operations ceased, if an outlet was sold enter the date of sale, new owners name and phone number.

NEW OUTLETS If an outlet is new, include the date opened, the outlet-operating name, location address and phone number.

CITY OF HOUSTON

Hotel Occupancy Taxes P.O. Box 200734 Houston, Texas 77216-0734